

CALIFORNIA DEPARTMENT OF TECHNOLOGY <h1>TECHNOLOGY LETTER</h1>	NUMBER: TL 15-01	DATE ISSUED: JUNE 2015
SUBJECT: COTS/SAAS PROJECT APPROVAL DELEGATION	REFERENCES: State Administrative Manual (SAM) Sections 4819.2, 4819.34, 4819.37, 4983 Statewide Information Management Manual (SIMM) Section 22	

BACKGROUND

The Department of Technology released the Cloud Computing Policy (Technology Letter 14-04 and SAM 4983) which directs all Agencies/state entities to leverage cloud computing when feasible. Within cloud computing, the number of Commercial-off-the-shelf (COTS) software and Cloud Software-as-a-Service (SaaS) options has increased exponentially in recent years. Many of these solutions can be deployed quickly and efficiently over the web to meet the business needs of the State, requiring minimal hosting, installation, or infrastructure upgrades. These advances have made the implementation and maintenance of these types of solutions much more timely, efficient and cost effective. The Department of Technology has issued new policy guidance to improve Agencies/state entity's ability to leverage these types of solutions.

PURPOSE

The purpose of this Technology Letter (TL) is to announce:

- Agencies/state entities¹ are delegated the approval of COTS software and Cloud SaaS solutions that meet the predefined criteria listed in SAM Section 4819.34.
- Agencies/state entities may acquire certain COTS software and Cloud SaaS solutions without requesting approval through the Project Approval Lifecycle as defined in SAM Section 4819.34.
- Agencies/state entities must notify the Department of Technology of all COTS and SaaS acquisitions prior to project initiation as defined in SIMM 22.
- The Department of Technology will monitor the extent and frequency of COTS and SaaS use and maintain information to guide Agencies/state entities with similar business needs.
- New definition of COTS was added and existing definition of Information Technology Project was modified for consistency in SIMM 4819.2.

QUESTIONS

Questions should be directed to your Department of Technology Information Technology Project Oversight and Consulting (ITPOC) Manager; assignments can be found at:

http://www.cio.ca.gov/Contact_Us/staff_assignments.asp

SIGNATURE

 /s/

Carlos Ramos, Director
 California Department of Technology

¹ **State entity:** Includes every state office, officer, department, division, bureau, board, and commission, including Constitutional Officers. "State entity" does not include the University of California, California State University, the State Compensation Insurance Fund, the Legislature, or the Legislative Data Center in the Legislative Counsel Bureau.